

5. Enrolment Procedures

All continuing students will be automatically enrolled **every** year, usually at the beginning of each academic session. During your first year it is expected that you will enroll at one of the agreed Fixed Entry Points; 1st October, 1st January, 1st April and 1st July and pay fees pro-rata.

You will be instructed to enrol as soon as you have received your offer. At this point you will complete an enrolment form (bring two colour passport sized photographs of yourself). Also bring information on how you intend to pay for your research. Full fees are due at enrolment. If unable to pay in full you must pay a minimum of 50%, there will be an option to settle in instalments, which confirm to the University's payment policies. The instalments can be made by Direct Debit or online at www.dmu.ac.uk by selecting online payments and the terms are three termly or four monthly instalments. Full time students will receive a discount of £500 if tuition fees are settled in full within one month from the date of enrolment.

Standard fee payers who are unable to pay in full must submit a direct debit mandate to pay in three or six instalments.

Once you have enrolled and the arrangements to pay your fees have been agreed you will be issued with your student ID card, which allows you access to University buildings. Your ID card is also your library card and you will need to show your card to have access to library facilities or to borrow books. You must ensure that you keep your ID card safe, as you will be asked for your Student Number (on the reverse of the card) throughout your period of enrolment. You may also be asked to show your card at any time in any of the University buildings.

Following admission, you will be assigned two supervisors, who will be responsible for arranging your induction to the University, helping you to complete the Training Needs Analysis/Statement (for those students enrolled after 1st October 2005), organising your programme of study and working with you to develop your research proposal.

5.1 Probation

Your enrolment as a research student is probationary until your 'Application to Register for a Research Degree' is approved by the Higher Degrees Committee Sub-Committee. A full-time student must apply to register within **six months** of his/her enrolment date or within **one year** if studying part-time. Those full-time students enrolled on the MA/MSc by Research must register within three months of enrolment or part-time students within six months. If an application is not made to the Higher Degrees Committee Sub-Committee within these periods, the student's progress is deemed to be unsatisfactory and his/her enrolment is automatically terminated.

5.2 Enrolment of Members of Staff as Research Students

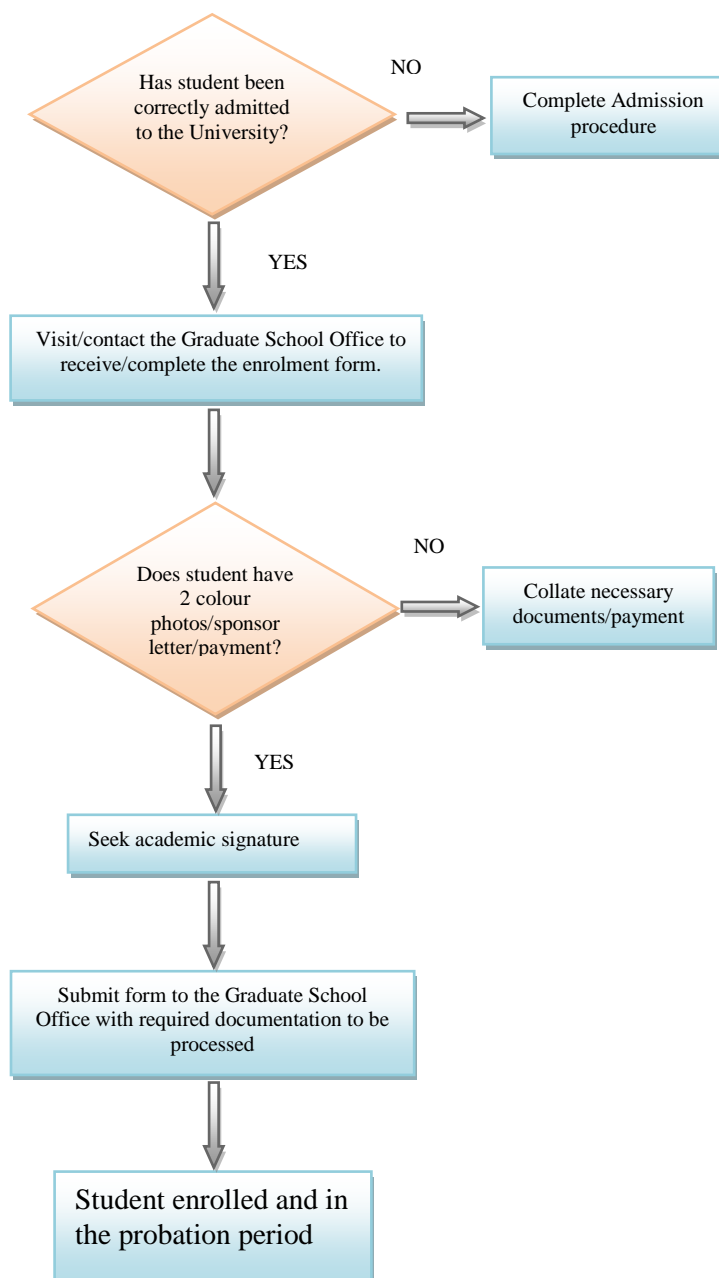
Members of University staff undertaking a research degree of this University **must** enrol as research students every year under the same conditions as above. Tuition fees are **NOT waived automatically** for DMU staff enrolled as students but are charged at the standard approved rate for students on similar programmes. Staff however, may apply for their fees to be paid in one of the following ways:

- from a Faculty or Department's staff development fund with the approval of their Head of Faculty/Department
- from central staff development funds administered by Human Resources (application forms available from Human Resources)
- from the appropriate research budget belonging to the Faculty/Department in which they are studying with the approval of their Head of Faculty/Department.

In each case a letter confirming the source of fees, stating the budget code, signed by the Head of Faculty/Department or the Head of Human Resources, as appropriate, must be provided **at enrolment**. If such a letter is not provided the appropriate tuition fee will be **charged to the student** until sponsorship details are approved.

The stages in the enrolment procedure are outlined in flowchart 3.

**Flowchart 3 -
Enrolment
procedure**



5.3 Re-enrolment

Continuing students will be enrolled automatically in October of each year.

5.4 Communication with students

From October 2007 research degree students will be required to use their university email address (e.g. P00000076@email.dmu.ac.uk). This will be the main form of communication from the Graduate School Office and Faculties. All information will be sent to this account and/or posted on Blackboard, therefore students will be required to check this account regularly.